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## JOB ANNOUNCEMENT

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Job Title: **Library Assistant**

Status: **Permanent Full Time Position  
(Required to work evening and weekend hours)**

Salary: **Group 15**                      **Step 1 - 5: \$11.50 to \$12.69/hour DOQ**

Open Date: **September 27, 2016**                      Closing Date: **Open until filled.**

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### **Description:**

Manages circulation services of the Library, responsible for coordinating inter-library loans, circulation, programming and volunteer activities. Position requires working evening and weekend hours.

### **Qualifications:**

High School graduate, or its equivalent or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Two to three years of experience in public library services preferred, primarily in the area of circulation. Two to three years customer service experience required. Supervisory experience preferred.

### **Special Requirements:**

Able to assist in budget preparations, count money, and make receipts. Able to apply knowledge of circulation, interlibrary loans, Dewey decimal system or reference procedures; operate a computer. Work required evening and weekend hours or other schedules as assigned.

### **Certificates/Licenses Required:**

Valid Texas Drivers License, Class C

### **Content:**

A City of Taylor Application is required for this position. Please send your application to:

**Mail:** Human Resources, City of Taylor, 400 Porter, Taylor, Texas 76574

**Office:** 400 Porter St., Taylor, Texas 76574

**E-mail:** [csilva-gonzales@taylortx.gov](mailto:csilva-gonzales@taylortx.gov)

Or [jobs@taylortx.gov](mailto:jobs@taylortx.gov)

**Website:** [www.taylortx.gov](http://www.taylortx.gov)

**Benefits:** Health, Dental and Long Term Disability Insurance (*Employee coverage paid by the City*); 7% 1 ½ to 1 match retirement with Texas Municipal Retirement System; Social Security match; Paid holidays, vacation and paid sick days.

The City of Taylor is an *Equal Opportunity Employer*. Minorities are encouraged to apply.



## JOB DESCRIPTION

Class No: 631

Job Title: Library Assistant

Pay Group: 15

EEOC Category: Office & Clerical

Date: September 20, 2016

FLSA Category: Non-Exempt

**BRIEF DESCRIPTION OF THE JOB:** Manages circulation services of the Library, works the Circulation Desk, responsible for administrative assistant duties, & volunteer activities. Position requires working evening and weekend hours.

### ORGANIZATIONAL RELATIONSHIPS:

Reports to: Library Director

**Directs:** This is a supervisory position: oversees volunteers, student workers, supervises the work of other circulation staff and acts as person in charge in absence of Library Director and Technology Librarian.

**Other:** Has contact with other City departments & employees, vendors, schools, daycares, organizations, and the general public. Performs administrative assistant functions such time cards, cash deposit, purchase orders, billing, scheduling, supervision of student workers & volunteers.

### ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Acts as lead person at the Circulation Desk. Provides quality customer service to the general public, City staff, and all other work contacts. Ensures proper organization of collection and work areas. Operates the automated library system to register patrons, assists patrons in checking out & returning materials. Provides assistance to patrons using computers. Assists in annual inventory projects and other collection maintenance projects. Explains library policy and procedures, handles patron complaints.	40%	L-M	A B C E F G H I J K L M N P Q R S
Perform administrative assistant tasks such as, but not limited to: reports & statistics, scheduling, management of projects, time entry, deposits, vendor relations,	25%	L	B I Q R S

billing, purchasing & accounts, meeting room reservations, etc.			
Assist with technical & physical processing of purchased, acquired and donated library materials, check for read counts, mend & repair.	10%	L	B D G H I Q
Perform specialized tasks such as Interlibrary Loan, library notices, preparing displays & exhibits, preparation of promotional materials, care of special collections.	5%	L	A B C D E F G H I J K L M N P Q R S
Supervision of volunteers and student workers. Train assigned staff, assign duties, ensure workflow, plan work schedules.	5%	L	A B C E F G H I J K L M N P Q R S
Prepare monthly statistical reports and summaries of library activities, revenues, and other computer-generated information. Forward information and reports to the appropriate parties in a timely manner.	5%	S	B D E F G H I Q R S
Coordinate and conduct library programs (story time, Head Start, summer programming, etc.).	5%	L	A B C D E F G H I J K L M N P Q R S T
Performs other duties, tasks and projects as assigned by the Library Director.	5%	S-L	ALL CODES

## PHYSICAL DEMANDS:

### 1. Overall Strength Demand

☐ Sedentary ☒ Light to ☐ Medium ☐ Heavy ☐ Very Heavy

### 2. Frequency for each physical demand listed in Essential Duties:

<u>F</u> A. Standing	<u>C</u> G. Reaching	<u>R</u> L. Crawling	<u>C</u> Q. Vision
<u>F</u> B. Sitting	<u>C</u> H. Handling	<u>F</u> M. Bending	<u>C</u> R. Hearing
<u>F</u> C. Walking	<u>F</u> I. Fine Dexterity	<u>O</u> N. Twisting	<u>F</u> S. Talking
<u>F</u> D. Lifting	<u>F</u> J. Kneeling	<u>R</u> O Climbing	<input type="checkbox"/> T. Foot Controls
<u>F</u> E. Carrying	<u>O</u> K. Crouching	<u>O</u> P. Balancing	U. Other
<u>O</u> F. Pushing/Pulling			

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

### 3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	To assist patrons in locating and selecting materials; to assist at circulation desk; to assist in shelving books
SITTING	Primary work position to perform most tasks related to materials processing
LIFTING/CARRYING	Single books (1 to 20 lbs); stacks of books

PUSHING/PULLING	To push/pull book carts (up to 200 lbs. of exertion when full); to push/pull heavy books on or off shelf
REACHING	To access books on high shelves (standard stacks are 5'5" or 6'6" high)
HANDLING/FINE DEXTERITY	Handling books & other materials; processing of materials; repair of materials; operation of a computer; write and operate a calculator.
CROUCHING/BENDING	To access books on low shelves; to sort books onto carts while working at circulation desk; to shelve books on low shelves; maintain equipment.
CLIMBING/BALANCING	To access books and/or shelve books on high shelves using a step stool (standard stacks are 5'5" or 6'6" high)
TWISTING	Shelve books from cart to shelf and from shelf to cart
VISION	For all aspects of job; to shelve books, to work at circulation desk, to operate computer
HEARING/TALKING	To communicate with patrons, city staff and other library staff

#### NON-PHYSICAL DEMANDS:

O time pressures  
R emergency situations  
O irregular schedule/overtime  
R danger/physical abuse  
F frequent change of tasks  
R varying periods of idle time interspersed with emergencies requiring intense concentration  
C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

F noisy/distracting environment  
F tedious exacting work situation  
C working closely with others as part of a team  
F performing multiple tasks simultaneously  
   other (describe below)

#### EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

Computer, copier, printer, microfilm reader/printer, scanner, typewriter, telephone, fax, barcode reader/wand.

#### ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Exposure to molds and dust

#### KNOWLEDGE AND ABILITIES:

Knowledge of: Public library operations  
Library services and basic research materials,  
Intermediate computer skills, MS Office, Internet & social media  
Library organization and the Dewey Decimal system.

Ability to: Provide high quality customer service,  
Provide reference & research services to library patrons,

Work as a team with coworkers & other City of Taylor employees,  
Read policy, reports, memoranda, and current literature,  
Write memos, agendas, and reports, maintains statistics,  
Provide assistance with the Library's automated card catalog  
Work required evening and weekend hours or other schedules as  
assigned.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduate, or its equivalent or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Two to three years of experience in public library services preferred, primarily in the area of circulation. Two to three years customer service experience required. Supervisory experience preferred.

**CERTIFICATES/LICENSES REQUIRED:**

Valid Texas Drivers License, Class C

I acknowledge that I have read and understand the duties and demands required of this position and further affirm that I can perform them as described with or without accommodations. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Taylor.

Applicant or Employee:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## CITY OF TAYLOR APPLICATION FOR EMPLOYMENT

*An Equal Opportunity/Affirmative Action Employer*

**400 Porter Street, Taylor, Texas 76574\*\*\*\***

Phone: (512)352-5993

www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

### PERSONAL DATA

\_\_\_\_\_  
(LAST NAME) (FIRST NAME) (INITIAL)

\_\_\_\_\_  
(STREET ADDRESS, RFD, P.O. BOX)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

Phone Numbers:(\_\_\_\_)\_\_\_\_\_ Social Security Number \_\_\_\_\_

Email Address: \_\_\_\_\_ Position(s) Applied for \_\_\_\_\_

Date you would be available to start work? \_\_\_\_\_

Check type of work you are seeking: ☐ Regular ☐ Temporary ☐ Part time ☐ Full time

Have you ever filed an application with the City of Taylor before? ☐ Yes ☐ No If yes, when? \_\_\_\_\_

Have you ever been employed here before? ☐ Yes ☐ No If yes, when? \_\_\_\_\_

Are you related to any person employed by the City of Taylor? ☐ Yes ☐ No

If yes, list name and relationship: \_\_\_\_\_

Minimum Salary Requesting \$\_\_\_\_\_ per \_\_\_\_\_

### FOR OFFICE USE ONLY

Received \_\_\_\_\_ Ltr sent \_\_\_\_\_

Refs chkd \_\_\_\_\_ Bkgd ck \_\_\_\_\_

Interview \_\_\_\_\_ Hired \_\_\_\_\_

Name of School Attended	City/State	Dates Attended From To	Certificate/Diploma or Degree Received

**SKILLS:** List any additional special skills you may have (computer software, special equipment, languages, etc.)

**EMPLOYMENT EXPERIENCE:** List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer?     ☐ **Yes**                      ☐ **No**

<b>Employer</b>	<b>Employed From:</b>	<b>To:</b>
<b>Employer Address</b>	<b>Starting salary</b>	<b>Ending Salary</b>
<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
<b>Summary of job duties</b>	<b>Reason for leaving</b>	

<b>Employer</b>	<b>Employed From:</b>	<b>To:</b>
<b>Employer Address</b>	<b>Starting salary</b>	<b>Ending Salary</b>
<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
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<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
<b>Summary of job duties</b>	<b>Reason for leaving</b>	



**ADDITIONAL INFORMATION:** By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States?      ☐ **Yes**      ☐ **No**

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication?      ☐ **Yes**      ☐ **No**    If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition (Convicted, Deferred Adjudication)
		Felony	Misdemeanor	Other Crime	

Do you have a current Texas Driver’s License?      ☐ **Yes**    ☐ **No**      License # \_\_\_\_\_  
Type of license:      ☐ Class C      ☐ CDL      ☐ Other \_\_\_\_\_

If you are 18 years old or younger please give your date of birth \_\_\_\_\_

**REFERENCES:** List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

**AUTHORIZATION FOR RELEASE OF INFORMATION:** I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an “at-will” employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF TAYLOR**  
**APPLICATION FOR EMPLOYMENT**

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**EEOC STATISTICAL DATA FORM**

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

**PLEASE NOTE:** The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.

**INSTRUCTIONS:** Please check the box corresponding to the correct response(s) in each of the categories below.

**SEX**

- ☐ Male  
☐ Female

**AGE (in years)**

- ☐ Under 40  
☐ 40 and above

**RACIAL/ETHNIC GROUP**

- ☐ Caucasian (Not of Hispanic Origin)  
☐ Black (Not of Hispanic Origin)  
☐ Hispanic Origin  
☐ Asian or Pacific Islander  
☐ American Indian or Alaskan Native

**HOW DID YOU FIND OUT ABOUT THE JOB?**

- ☐ Posted Job Announcement in: \_\_\_\_\_  
☐ Texas Employment Commission  
☐ Current Employee  
☐ Friend  
☐ Newspaper(Name) \_\_\_\_\_  
☐ Just walked in  
☐ Other (specify) \_\_\_\_\_

**DISABILITY**

Do you have a disability? ☐ Yes ☐ No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)



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**Authorization for Release of Information**

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

\_\_\_\_\_  
Applicant's name (Print or Type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_



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### NEPOTISM CERTIFICATION

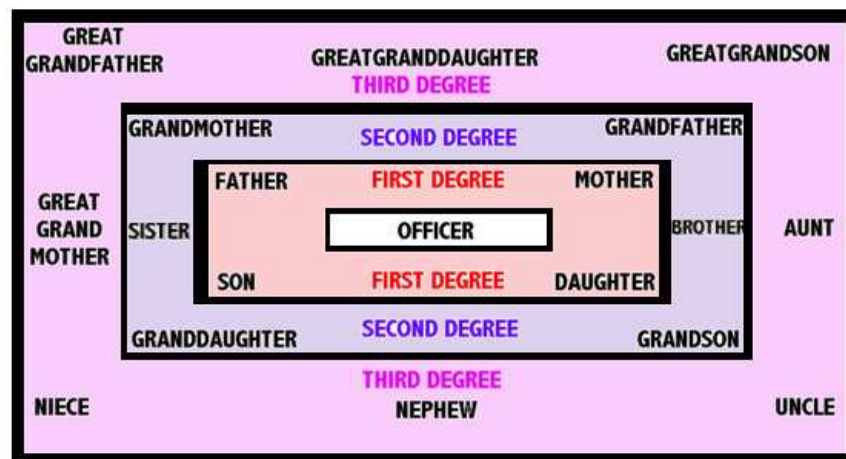
Applicant's Name \_\_\_\_\_

Position(s) Applying For: \_\_\_\_\_

No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way?    ☐ Yes    ☐ No    If yes, please explain

#### Nepotism Charts



CONSANGUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

\* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/Crime%20Records/Review%20of%20Personal%20Criminal%20History) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

CITY OF TAYLOR

\_\_\_\_\_  
Agency Name (Please print)

KIM PETERSON

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

**Please:  
Check and Initial each Applicable Space**

CCH Report Printed:

YES \_\_\_\_\_ NO \_\_\_\_\_ \_\_\_\_\_ initial

Purpose of CCH: \_\_\_\_\_

Empl \_\_\_\_ Vol/Contractor \_\_\_\_ \_\_\_\_\_ initial

Date Printed: \_\_\_\_\_ \_\_\_\_\_ initial

Destroyed Date: \_\_\_\_\_ \_\_\_\_\_ initial

**Retain in your files**